



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Parks & Recreation Department

Bruce Till
Superintendent

Creative Playtime Preschool Program

Welcome!

We are so excited that you have chosen Creative Playtime Preschool Program as your child's preschool provider! The following items must be submitted so that your child may attend our program:

At Time of Registration

- ☐ **Newington Parks and Recreation Registration Form**
- ☐ **25% non-refundable deposit:** Your deposit amount is determined by how many classes you register for.
- ☐ **Parent's Agreement:** Parent must sign and date each item on this page.
- ☐ **Registration Information Form #8E:** All sections must be filled out completely.

By July 16, 2014

- ☐ **Payment Due: Full balance** of program fees for families who chose to pay in full or **first payment** for families who chose the payment plan option. *Payments are accepted at the Parks and Recreation office by cash, charge (Mastercard, Visa or Discover), or checks made payable to: Newington Parks and Recreation.*

Preferred by July 16, 2014 or earlier

- ☐ **Recent Photograph of Child:** 4x6 or 5x7
- ☐ **Authorization for the Administration of Medication by Child Day Care Personnel form:** This form must be completed if your child has a medical condition or allergy that requires an epi-pen or other emergency medication during program hours. *We must be notified at the time of registration which must be at least two weeks prior to the child's first day attending class. This two week period will give us time to ensure that each staff member has an opportunity to review each child's file and medication instructions.*
- ☐ **Early Childhood Health Assessment Record:** Parent must fill out the front page of this form completely – including SS #, Primary Health Care Provider, Preferred Hospital and Health Insurance/Medicaid information. The second page of this form must be completed and signed by your child's physician within one year prior to enrollment. Your child must have a current physical exam (within one year) at all times while attending Creative Playtime Preschool Program.

By October 16, 2014

- ☐ **Second Payment Due:** for families who chose the payment plan option.

By January 16, 2015

- ☐ **Third/Final Payment Due:** for families who chose the payment plan option.

If you have any questions regarding registration, please call the Newington Parks and Recreation Department office at 860-665-8666.

Program Information Hotline: (860) 665-8686 Phone: (860) 665-8666 Fax: (860) 665-8739
parkandrec@newingtonct.gov
www.newingtonct.gov